

**U.S. Department of Labor**

**Employment and Training Administration  
The Curtis Center, Suite 815 East  
170 S. Independence Mall West  
Philadelphia, PA 19106-3315  
(215) 861-5500 Fax: (215) 861-5520**



December 19, 2005

<b>DIRECTIVE:</b>	<b>REGION 2 PRH SUPPLEMENT NO.</b>	<b>5.6R4d(1)</b>
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**TO**

ALL REGION 2 CENTER DIRECTORS  
ALL REGION 2 CENTER OPERATORS  
ALL REGION 2 AGENCY CENTER OPERATORS  
ALL REGION 2 OUTREACH & ADMISSIONS CONTRACTS

**FROM:**

LYNN INTREPIDI  
Regional Director,  
Office of Job Corps

**SUBJECT:**

**Property Requirements List (PRL), ETA Form 3-41B**

1. **Purpose:** To provide updated information and submission requirements for the Property Requirements List (PRL), ETA Form 3-41B.
2. **Background:** Chapter III of the ETA Property Management Handbook No. 359 requires that the purchase of nonexpendable property be submitted to the Regional Office on a Property Requirement List (PRL), ETA Form 3-41B, for approval. The definition of non-expendable property is listed in part I.4(g)(2), which reads:
  - (a) Furniture, which as a unit acquisition cost of \$100 or more.
  - (b) Any other property item, regardless of classification, which has a unit acquisition cost of \$200 or more.
  - (c) All power tools, regardless of cost.
  - (d) Tool "sets and "kits" (SK) regardless of cost (e.g. Craftsman tool set).
  - (e) All property identified as Sensitive items.
3. **Procedure:** Effective immediately, OA, Center, and CTS contractors must submit a Property Requirements List (PRL) for all nonexpendable property as outlined above.

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REGION 2 PRH SUPPLEMENT NO. 5.6R4d(1)

SUBJECT: **Property Requirements List (PRL), ETA Form 3-41B**

A copy of the Property Requirements List (PRL) format used by the Philadelphia Region is attached along with instructions. Contractors must ensure all PRLs are numbered in sequential order, starting with each new calendar year.

4. **Question:** Any questions regarding this PRH supplement should be addressed to your Project Manager.

Enclosures:

Property Requirement List (PRL), ETA Form 3-41B, w/instructions

U.S. Department of Labor Employment & Training Administration	<b>PRL</b> Property Requirements List Page _____ of _____		PRL Number
Contractor (Name, Address, & Telephone)			Contract Number
Item Number		Item Code:	Qty On-Hand:
Estimated Unit Cost	\$	Description:	
Number of Units Required	x	Price Quotes (Attach Copies)	
Total Cost	\$	1.\$	2.\$ 3.\$
Justification:  Available from: PR or PO#			
Item Number		Item Code:	Qty On-Hand:
Estimated Unit Cost	\$	Description:	
Number of Units Required	x	Price Quotes (Attach Copies)	
Total Cost	\$	1.\$	2.\$ 3.\$
Justification:  Available from: PR or PO#			
Item Number		Item Code:	Qty On-Hand:
Estimated Unit Cost	\$	Description:	
Number of Units Required	x	Price Quotes (Attach Copies)	
Total Cost	\$	1.\$	2.\$ 3.\$
Justification:  Available from: PR or PO#:			
Requesting Contractor Official Name & Title:		Signature	Date
DOL Project Officer Recommendation Name & Title:		Signature	Date
DOL Property Officer Approval Name & Title:		Signature	Date

**PROPERTY REQUIREMENTS LIST (PRL)**  
**ETA FORM 3-41B**  
**INSTRUCTIONS**

<b>Item Description</b>	<b>Requirements</b>
<b>PRL Number</b>	PRLs will be numbered sequentially. 06-01 indicates that this is first PRL request for Calendar Year 2006.
<b>Contractor Info.</b>	Item is Self-Explanatory.
<b>Contract No.</b>	Item is Self-Explanatory.
<b>Item No.</b>	Each item requested must be listed separately. Start all Item Numbers with 001. OA, Center, and CTS contractors may use the PRL# along with the Item number for internal tracking purposed (e.g. 06-01-001).
<b>Item Code:</b>	Enter the applicable EMPS Item Code for each item of property being requested.
<b>Qty On-Hand:</b>	Enter the total number of items currently on hand at the site based on the current EPMS Inventory.
<b>Description:</b>	Provide a full description of the item requested.
<b>Unit Cost:</b>	All costs associated with obtaining the item must be provided including shipping, handling, and installation fees.
<b>No. of Units Requested:</b>	Identify the total number of units requested in the PRH
<b>Total Cost:</b>	Multiply the unit costs by the number of units requested.
<b>Price Quotes:</b>	Quotes must be submitted to the Regional Office for items with a single dollar value of \$2,500 or more. Quotes may be verbal and should be supported by a bid abstract.
<b>Justification:</b>	Each item requested on the PRL must be fully described and justified. Include any information which supports the need for the item being requested. Also provide the manufacturer's name, make, and model number for each item. Provide the reason the item is required: benefit to the program; savings to the program; indicate whether the item is a replacement for equipment on hand.
<b>Availability:</b>	Provide source of supply. If a GSA schedule item, include the GSA number.
<b>PR or PO#</b>	Include the purchase requisition or purchase order number for tracking purposes.